

Date: _____

TO: Amy L. Rothrock, Freedom of Information/Privacy Act Officer

U.S. Department of Energy, Oak Ridge Operations Office

Post Office Box 2001, Oak Ridge, Tennessee 37831-8510

Toll-free 1-800-382-6938 and press 7

Phone: (865) 576-1216 Fax: (865) 576-1556 Email: rothrockal@oro.doe.gov

Dear Ms. Rothrock:

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

I would like to request a copy of the following records pertaining to a **deceased individual**

___ medical records ___ payroll records

___ personnel records ___ radiation exposure records

___ industrial hygiene records

The following information should provide you with everything you need to process this request.

Name and/or maiden name: _____

Deceased Individual's Social Security Number: _____

Badge Number (if known): _____

Employed By Plant, Company, Site or State:

Year Employment Started (if known): _____ Year Employment Ended (if known):

To verify proof of death for Privacy Act purposes, if applicable, I have completed this form and (1) ___ have enclosed, or (2) ___ will send or fax, or (3) ___ will present in person a copy of a document establishing proof of death, such as a death certificate, obituary notice, autopsy report, or similar proof.

Please let me know if the charge for processing my request is expected to exceed DOE's de minimus of \$15.00 or an amount, \$ _____, I am willing to pay.

When the above requested records are found, please (1) ___ contact me at the number below to pick them up in person, or (2) ___ forward them to me or another person I have designated to receive the records on my behalf at the following address:

Name and Address:

I can be reached at the following phone number(s) or email
_____ if any further information is needed.

Signature: _____

Enclosure if applicable

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Privacy Act Statement

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code and 10 CFR 1004 and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and fee data. Records may be retrieved by name of requester and an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is acting in an official capacity, or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee.